

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	6104	B. Billet Title	Staff officer, Program Planning & Services Division
C. Grade Requested	O4 - LCDR	D. Type of Submission	PROPOSED NEW BILLET
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	1 week		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	2002 SE Marine Science Drive	B. Street Address	NOAA MOC-P				
C. City	Newport	D. State	Oregon	E. Country	United States	F. Zip Code	97365
G. Office	+1 (867) 541-8700	x		H. Mobile		I. Fax	+1 (867) 541-8854

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CAPT Michael L. Hopkins	2. Position	Chief, Program Planning & Services	3. Grade	O6		
4. Email	Mike.Hopkins@noaa.gov	5. Office	+1 (867) 541-8700	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	CAPT Douglas D. Baird, Jr.	2. Position	Deputy Director, Marine Operations	3. Grade	O6		
4. Email	Doug.Baird@noaa.gov	5. Office	+1 (867) 541-8802	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Eric W. Berkowitz	2. Position	Director, Marine Operations	3. Grade	O6		
4. Email	Eric.W.Berkowitz@noaa.gov	5. Office	+1 (867) 541-8801	x		6. Mobile	

### SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

A. Organizational Hierarchy - Use common acronyms when possible.					
1. Staff or Line Office	OMAO	2. Office, Center, or Lab	Marine Operations		
3. Division	Program Planning & Svcs	4. Branch	N/A	5. Section or Team	N/A
B. NOAA Goal/Subgoal			Mission Support	C. Program	
D. NOAA Org Code		MO	E. NFC Org Code	10-09-0002-00-00-00-00	F. Project-Task

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Office of Marine and Aviation Operations (OMAO-OPS) is responsible and has overall authority for all marine and aviation operations for NOAA. Marine Operations (MO) provides administrative, budgetary, personnel, electronic, and marine engineering support to NOAA operating ships that support the various NOAA programs. Program, Planning and Services Division (PP&S) coordinates across program divisions to formulate project plan agreements, identifies risks to project execution and recommends mitigation measures, identifies and tracks performance metrics, and serves as the focal point for ship scheduling to include coordination of maintenance and logistics as the interface for OMAO with the Project Allocation and Scheduling Process. PPSD develops policies, procedures, plans, and budget requirements to ensure the ships are able to safely and effectively conduct operations that support NOAA's programs in nautical charting, bathymetric mapping, fisheries research, ecosystem assessment, marine environment baseline assessments, coastal-ocean circulation, and oceanographic and atmospheric research. PPSD monitors the operational readiness and maximum capability of ships in support of NOAA data collection, as well as assists NOAA program managers, Marine Operations, and principal investigators in the development of project instructions. The division assists in development of and monitors execution of annual operating plans based on program requirements; provides emergency planning, security, and logistics support in accordance with MO requirements; maintains ship project performance statistics; and in conjunction with State Department, obtains clearances for operations within foreign countries.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

- ☐ Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502
- ☐ Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

### 6A. Description of Duties and Responsibilities

- Monitors the operational readiness and maximum capability of ships in support of NOAA data collection;
- Assists NOAA program managers, Marine Operations, and principal investigators in the development of project instructions.
- Assists in development of and monitors execution of annual operating plans based on program requirements;
- Provides emergency planning, security, and logistics support in accordance with MO requirements;
- Maintains ship project performance statistics; and
- in conjunction with State Department, obtains clearances for operations within foreign countries.
- Data Management procedures and policies are developed and updated
- SDAL or other performance metrics tracking system procedures are documented and used by the fleet
- Participate in development and use of the Vessel Operating Portfolios (VOP) tool

### 6B. Division of Duties and Responsibilities, Total Must = 100%

Technical  + Operational  + Leading and Managing  + Executive Leadership  = 100%

**SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)****6C. Resources Managed****1. Human**Does the Officer supervise personnel? ☐ Yes ☒ No Number of personnel supervised Grades of supervised personnel Will the Officer lead people, but has no supervisory responsibilities? ☒ Yes ☐ No Number of personnel led Grades of personnel led **2. Fiscal**Will the Officer have budget responsibility?  Dollar Amount (K) **3. Assets** - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

Typical Office assets such as computers, office furniture, and supplies, as well as travel.

**SECTION 7 - LEADERSHIP PREREQUISITES**

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

Ship Executive Officer preferred.

## SECTION 8 - OPERATIONAL PREREQUISITES

### A. Marine Prerequisites

- ☒ Officer of the Deck   ☒ Senior Watch Officer   ☒ ECDIS   ☐ Dynamic Positioning   ☐ Boat Deployment   ☐ MedPIC  
☐ Coxswain/OIC   ☐ HAZWOPER   ☐ AUV Deployment   ☐ U/W UAS Deployment   ☐ Buoy/Mooring Qualified  
☐ Trawl Qualified   ☐ Longline Qualified   ☐ Hydro Launch PIC   ☒ Foreign Port Calls

### B. Aviation Prerequisites

- ☐ Co-Pilot   ☐ Pilot   ☐ Aircraft Commander   ☐ Mission Commander   ☐ Instructor Pilot   ☐ Hurricane Qualified  
☐ Alaska/Wilderness Qualified   ☐ Flight Meteorologist   ☐ International Flights   ☐ UAS Pilot

### C. Dive Prerequisites

- ☐ Scientific Diver   ☐ Working Diver   ☐ Advanced Working Diver   ☐ Master Diver   ☐ Dive Master   ☐ Dive Medic  
☐ Unit Diving Supervisor

### D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

Current Secret security clearance is required; Top Secret security clearance is desirable; operational experience as ship Operations Officer is required; XO of a ship is preferred; navigation and piloting experience on both coasts is desirable.

## SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

- Successful completion of sea assignments as operations officer of a vessel.
- Successful completion of sea assignments in responsible positions aboard other NOAA vessels with significant bathymetric or ocean mapping operations may also be considered.
- Budgeting familiarity with SEE, CBS, and MARS is highly desirable.
- Prior experience with contract management is preferred; COR is desirable.

## SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

Adheres to and implements an organizational vision to integrate national and program goals and priorities.  
 Design and implement strategies to maximize employee potential and foster high ethical standards.  
 Demonstrates accountability and continuous improvement, by making timely and effective decisions through strategic planning and implementation and evaluation of programs and policies.  
 Ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups.

## SECTION 11 - OPERATIONAL DEVELOPMENT

### A. Marine Development

- ☒ Officer of the Deck    ☒ Senior Watch Officer    ☒ ECDIS    ☐ Dynamic Positioning    ☐ Boat Deployment    ☐ MedPIC  
☐ Coxswain/OIC    ☐ HAZWOPER    ☐ AUV Deployment    ☐ U/W UAS Deployment    ☐ Buoy/Mooring Qualified  
☐ Trawl Qualified    ☐ Longline Qualified    ☐ Hydro Launch PIC    ☒ Foreign Port Calls

### B. Aviation Development

- ☐ Co-Pilot    ☐ Pilot    ☐ Aircraft Commander    ☐ Mission Commander    ☐ Instructor Pilot    ☐ Hurricane Qualified  
☐ Alaska/Wilderness Qualified    ☐ Flight Meteorologist    ☐ International Flights    ☐ UAS Pilot

### C. Dive Development

- ☐ Scientific Diver    ☐ Working Diver    ☐ Advanced Working Diver    ☐ Master Diver    ☐ Dive Master    ☐ Dive Medic  
☐ Unit Diving Supervisor

### D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

- Knowledge of wide-range of NOAA missions is preferred.
- Experience with foreign port calls and requisite clearances is desired.

## SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Budget - Experience developing, maintaining, and executing a large unit budget. Knowledge and experience coordinating SEE initiatives for future years.

Information Management - Broad and detailed information assimilation in order to analyze situations and make keen judgements on a wide range of decisions, often in areas outside their area of expertise.

Vision - Embrace change and work together to execute shared objectives that are in the best interests of the fleet and the nation.

Leadership - Commitment to achieving NOAA's established goals and to empowering and nurturing NOAA Corps junior officers; at the forefront of advancing initiatives that energize people and clearly convey how each team member's role contributes to mission execution and tangible national outcomes.

Partnering - Ability to excel at forming tactical, operational, and strategic partnerships within NOAA, as well as with local, state, and other federal agencies, the private sector and international groups - even those that seem hesitant or uncooperative.

Professionalism - Have and project the knowledge, presence, confidence, and bearing to represent the fleet in regional meetings with NOAA programs.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

- Marine Operations is aware of mission objectives and data needs well-enough in advance to properly prepare for those projects and acquire the gear and skill-sets necessary for successful accomplishment of Fleet Council approved projects.
- Planned versus actual project completion is tracked, measured and analyzed to improve performance
- Data submission times are reduced
- Data submission throughput is increased
- VOP is updated on an annual basis and available for budget formulation

## SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

### A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature



Digitally signed by  
BAIRD.DOUGLAS DELMAR.1145220412  
Date: 2014.04.23 13:37:25 -07'00'

2. Date 2014-04-23

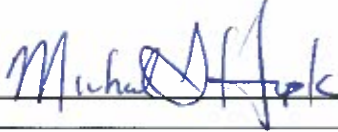
3. Name Douglas D. Baird, Jr.

4. Title/Position Deputy Director, Marine Operations

### B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature



2. Date 2014/04/25

3. Name Michael L. Hopkins

4. Title/Position Chief, Program Planning & Services Division

### C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature



2. Date 2014-04-23

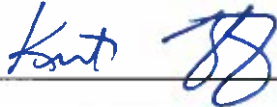
3. Name Eric W. Berkowitz

4. Title/Position Director, Marine Operations

### D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend APPROVAL of this billet."

1. Signature



2. Date 2014/04/25

3. Name KURT ZEGOWITZ

4. Title/Position CHIEF / OCMD

### E. Director, NOAA Corps Endorsement

"I am the DIRECTOR, NOAA CORPS and I APPROVE this billet."

1. Signature



2. Date SEP 10 2014

3. Name DAVID A. SCORE, RADM/NOAA

4. Title/Position DIRECTOR, NOAA CORPS

Print Form

Submit to CPC (Reviewer Use Only)